

**Peebles Cycling Club
Kids Club
Leaders Guidance Manual
October 2013**

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1 Qualifications and remits

The main qualifications currently held by Peebles Cycling Club (PCC) leaders are the Mountain Bike Leader Award (MBLA) and the British Cycling UK Coaching Certificate awards (UKCC). The different qualifications provide different remits to 'lead' and 'coach' and in order for our volunteers to be covered by their British Cycling Insurance they need to work within these remits.

The MBLA are primarily 'leading' awards whilst the UKCC awards are primarily 'coaching' awards. Whilst the extremes of coaching and leading are clear, the area in the middle, which is where we often operate with Kids Club, is anything but clear. Advice posted by the Scottish Cycling Coach Education Officer, Chris Bryant, on 7 February 2011, gives some guidance on which qualifications allow us to do what. The article is reproduced in Appendix 1. After various discussions with Scottish Cycling personnel and a degree of confusion, we have come up with what we hope is useful additional guidance.

The entry level qualification for our leaders is the TCL and this is the qualification held by the majority of our leaders. As such the following guidance focuses on the limits within which TCLs need to operate, in order to be insured. We also have a number of MBLs and Level 2 and Level 2 DSU qualified coaches.

Mention is also made of the Cycling Scotland (NOT Scottish Cycling) 'Go Mountain Bike' tutoring qualification which is a five level MTB skills recognition scheme.

The summary of remits below is not intended to substitute the relevant guidance given in publications such as the MBLA Handbook, British Cycling 'Health and Safety Guidelines for Coaching Cycling' or any other relevant advice. In addition leaders and coaches need to stay abreast of the rules and restrictions they are bound to work within by their awarding body. Frequently revisiting training resources, attending governing body workshops, seminars and attempting to keep abreast of industry developments are all considered good practice. This document was compiled with the most up to date information at the time of writing but frequent adaptations to the awards on offer within the UK mean a coach or leader needs to remain vigilant to possible changes to their award.

1.1 MBLA Qualifications

Qualifications include Trail Cycle Leader (TCL), Mountain Bike Leader (MBL), also Night Riding Module, Winter Module and Expedition Module. The remits given below are taken from the MBLA Official Training Manual (2010).

1.1.1 Trail Cycle Leader

The Trail Cycle Leader is qualified to operate under the following conditions:

- public highways, way marked routes, rights of way on which cycles are permitted, identifiable routes, tracks and trails with obvious navigational features
- routes which are at least 90-95% rideable over their total length
- terrain *no more than* 30 minutes walk from either the nearest accessible (by ambulance) road or a shelter from where it is possible to summon help
- terrain matched to the skills and riding competencies of TCL
- normal summer conditions, during daylight
- multi-day trips where the group does not require to be self sufficient.

There is no remit to specifically coach within the TCL qualification. A TCL should be going out with the intent to ride the trails. He should not be going out to deliver a progressive coaching session. However, this does not prevent him from stopping to give some 'instruction' to help kids to ride the trails better. However, you need to exercise care when passing on 'instruction' to be sure that it is correct. The TCL qualification requires certain skill standards defined in the MBLA manual under standards for assessment. The following skills are required at the acquired level (ie. where learning is developed to the stage where performance of the skill becomes automatic):

- attack position
- braking
- gear changing
- steering and cornering
- weight shifting
- line choice
- climbing
- descending

These reflect the areas where the TCL qualification demonstrates that you are competent to provide some instruction.

Track stands and manual front wheel lifts are required at the practice level (where performance improves through practice and feedback) and power

assisted front wheel lifts and rear wheel lifts are required at the awareness level (where a skill is identified and understood).

The general advice would be not to provide instruction unless you are totally confident that you have sufficient knowledge to do so. Where your qualifications don't prove it, you need to be sure you could justify in a court of law that you had that knowledge. Scottish Cycling would be supportive of their members in such situations, unless you were flagrantly overstepping the mark.

Trail features and skinnies may be tackled, but you need to start easy and only work up to match the competence of your group. The Level 2 coaching guidelines make the following suggestions about the limitations and nature of obstacles that should be attempted and it may be useful to bear these in mind when starting out. Boardwalk should have a safe anti-slip surface and be wide enough for riders to dismount safely. It should only be used in dry conditions. All descents should be rollable i.e. drops or drop offs no more than hub height. When coaching more advanced riders on obstacles higher than this there should be an alternative rollable option. All jumps should be tabletops or double jumps that are rollable at jogging pace.

A TCL may also assist a qualified MBL in MBL terrain. If that TCL can be deemed competent to look after themselves and be self sufficient in that terrain, they may not necessarily have to count as one of the party in the 1:8 ratio.

1.1.2 TCL trainee

The Trail Cycle Leader (trainee) is qualified to assist a TCL in TCL terrain. If that TCL can be deemed competent to look after themselves and be self sufficient in that terrain, they may not necessarily have to count as one of the party in the 1:8 ratio.

1.1.3 Mountain Bike Leader

The MBL is qualified to operate under the same conditions as the TCL, except extended to include terrain which is *more than* 30 minutes walk from the nearest accessible road or shelter, at any height above sea level or open moorland (i.e. Adventure Activities Licensing Authorities licensable terrain) and terrain matched to the skills and riding competencies of MBL.

There is some remit to coach within the MBL qualification. The MBL will have been assessed on designing a basic lesson plan to teach a skill, analysing performance and giving some feedback and employing techniques to produce an improvement in skill level of novice or intermediate cyclists. However, the emphasis of the qualification is still on leading. By contrast, a UKCC coach has had a considerable amount of training and experience at delivering pre-planned, risk assessed coaching plans with a clear route of progressing the riders. This will be a huge benefit to their coaching skills and those that they coach.

The MBL qualification requires the following skills at the acquired level.

- drop offs
- step ups
- bunny hops
- lateral bunny hops
- cornering at speed

These reflect the areas where an MBL is proven competent to provide some coaching.

1.1.4 Winter Module

'Summer conditions' (as defined by the Adventure Activities Licensing Authority and as stated in the MBLA handbook) would include **all conditions but those when snow or freezing conditions are either prevalent or forecast**. However, there is currently some confusion because the latest 2010 version of the MBLA manual and the AALA now states that the Winter Module is required by TCLs and MBLs in order to work in **'intermediate conditions'** (some snow (eg a light dusting) or avoidable patches, or lightly freezing conditions (eg an overnight frost) prevalent or forecast) as well as **'winter conditions'** (when a more substantial layer of snow (eg. several inches) or longer lying snow, and prolonged freezing conditions are either prevalent or forecast). 'Intermediate conditions' would appear to fall within what is encompassed by the definition of 'summer conditions' yet 'intermediate conditions' now require the extra module. The requirement for the Winter Module for 'intermediate conditions' would also appear to be out of step with the requirements of the on-foot mountain leader awards. The whole AALA system and also the leadership awards are currently under review. In addition there are problems in South Scotland getting the necessary snow conditions in which to train and assess leaders for the winter module. We have, therefore, adopted what we consider to be a responsible and pragmatic approach to equipping our leaders to take groups out in the 'intermediate conditions' which predominate throughout our winter months. The majority of our leaders have now undertaken the classroom training aspects of the winter module and are familiar with the extra equipment and safety aspects associated with taking groups of children out in winter. We have also done some parent education into the equipment their children require to come out with us at this time of year. On this basis the club does not shut down for a large portion of the year. We would be unlikely to take out children when there is snow on the ground, although we might carry out a more dynamic risk assessment and decide whether it was appropriate to take out some of the most able children.

Both TCLs and MBLs using the Winter Module may only do so in TCL terrain.

For details of the additional modules refer to the MBLA Official Training Manual.

1.2 British Cycling Leadership Awards

The new British Cycling Level 2 Leadership award is now available and the Level 3 is being piloted. These will soon replace the MBLA awards, but the MBLA awards will continue to be honoured for the foreseeable future. TCL will be broadly equivalent to the new Level 2 and MBL to the new Level 3. Either way, all leaders will be expected to operate within the remit of their award, as they took it. The Level 1 award would not be suitable for use in the Kids Club environment. It may be possible to achieve direct access to the Level 3 award, without doing Level 2, in some cases.

1.3 UK Coaching Certificate and Discipline Specific Units

The current British Cycling coaching pathway, relevant to biking, is as follows:



A coach extending their remit with a leadership qualification needs to ensure sessions remain planned and risk assessed in accordance with their coaching award. Best practice would be that even MBLs (who have the flexibility to deliver ad hoc sessions) should deliver a pre planned coaching session outlining a session goal, key coaching points and a proposed running order.

1.3.1 UKCC Level 1

Coaches must be aged 16 or over and hold valid coaching insurance and a first aid qualification. Coaches aged 16 or 17 must work under the direct supervision of another qualified coach who is at least 18. Level 1 coaches can deliver from British Cycling Gears 1 & 2. and coach groups between 3 and 15 riders in non technical, traffic free environments.

1.3.2 Level 2 UKCC core & trainee

Coaches must be aged 18 or over and hold valid coaching insurance and a first aid qualification. Level 2 coaches can deliver from British Cycling Gears 1, 2, 3 & 4 and create their own sessions. They can coach groups of between 3 and 20 riders at venues such as school playing fields, car parks and leisure centres or

between 3 and 15 in non technical off road terrain such as forest tracks and designated cycle ways. Refer to British Cycling H & S Guidance for more details.

Trainee Level 2 Coaches are only able to conduct pre-prepared cycling activity sessions, such as activities from Gears 1-4, or sessions prepared by an appropriately qualified coach (i.e. Level 2 or Level 3).

1.3.3 Level 2 UKCC DSU & trainee

Coaches must possess the Level 2 award and a hold valid coaching insurance and first aid qualification. Level 2 DSU coaches can also deliver from British Cycling Gears 5 & 6 for the specific discipline. They can coach groups of between 3 and 15 riders in track, road and TT and BMX discipline specific environments, and up to 8 riders in the MTB environment. The Level 2 limit of 15 or 20 still applies in non technical environments.

1.3.4 Level 3 UKCC DSU

Level 3 UKCC with DSU may plan, implement, analyse and revise an annual coaching programme for riders within a particular discipline. They may plan, deliver and review coaching sessions incorporating advanced discipline specific techniques and tactics. Level 3 Coaches are qualified to prescribe training to individual riders within a discipline-specific context. Level 3 Coaches are also competent to coach advanced discipline-specific techniques and tactics including activities from the British Cycling Gears 7 for the specific discipline.

1.4 Cycling Scotland Go-Mountain Bike Qualification

Go-MTB is a five level MTB skills recognition scheme. The various levels can be evidenced and awarded by TCLs and MBLs following a one day conversion course from Cycling Scotland or one of their approved trainers. We have been given the following advice, although this may be subject to review. To ensure a TCL remains within the insurance provided by their British Cycling membership, TCLs should only use the Go-MTB coaching points (see Go-MTB resources) as a visual check against a rider's competencies in order to issue certification or to ensure riders are participating safely. MBLs and MTB coaches with insurance cover under their British Cycling membership will be covered to coach riders to progress from one level to another whilst working within their remit.

2 Professional Indemnity and Public Liability Insurance

Professional Indemnity Insurance (to a limit of £5 million) and Public Liability Insurance (to a limit of £10 million) is available through British Cycling. The cover extends to the UK and Europe. In order to benefit from this insurance it is necessary to be endorsed as a leader by BC. The endorsement will be shown on your membership card. For this you are required to have:

- Current appropriate membership of British Cycling
- A valid MBLA or Coaching award (only valid with current BC membership)
- Appropriate First Aid qualification
- Evidence of Child Protection training
- PVG scheme membership/update or Enhanced Disclosure CRBS
- Completed and sent in to BC a self declaration form available from the MBLA downloads section of the BC website. Each year this is renewed with membership renewal of British Cycling.

Confirmation of all the above should be provided annually (April) to the club Welfare Officer or on completion of a course or award.

3 British Cycling Membership

Ride, Race Silver or Race Gold British Cycling membership is required in order to provide leaders and coaches with Professional Indemnity and Public Liability insurance. Insurance requires to be renewed on an annual basis, on the anniversary of when it was initially taken out.

We should also encourage our children to take out British Cycling Ride or Race membership. This will allow them to benefit from Third Party Liability insurance to protect them from a claim made against them (like running their bikes down the side of a parked car!).

4 First Aid

The First Aid training must be appropriate to emergency, of 12 hours minimum duration and British Cycling holds a list of approved providers. At PCC we have used the BASP and HSE courses. First Aid qualifications are only valid for 3 years, after which time another course must be attended. Please keep the Welfare Officer informed of First Aid qualification updates.

All leaders are expected to carry an appropriate first aid kit. The majority of our regular leaders have been provided with club First Aid kits, to which you are free to add. You may also approach our First Aid coordinator, Alasdair Wilson, for additional or replacement supplies. In addition, first aid equipment is available through the Peel café which has the key to a first aid room in the Peel Centre. The Duty Ranger and some PCC members hold keys to the locked FC barriers.

Relevant contacts include:

Duty Ranger	07834 435380
Haylodge Health Centre	01721 722080
Borders General Hospital	01896 826981
Police Station, Peebles	01721 720637
NHS 24	08454 242424

In addition you would be expected to carry the current list of emergency contacts and medical information for all children and leaders.

5 Child Protection

Child Protection Training is typically undertaken through coach development workshops organised by Sport Borders (www.sportborders.org.uk).

6 Disclosure

Up until February 2011, enhanced disclosure checks were required for all new leaders and helpers over 18 years of age. These continue to be sufficient, until the retrospective checking procedure is completed. The Welfare Officer will approach you about this. New leaders and helpers will now be required to join the PVG (Protecting Vulnerable Groups) Scheme, if they are not already scheme members. Existing scheme members will be required to provide their Scheme Record so that PCC can then just request a Scheme Update Record.

One off volunteers do not need to be on the PVG scheme, so long as they are not going to be left unsupervised with children. However, for a series of visits (more than 2 or at regular intervals which could be as little as annually) then we do need them to be on the scheme.

If we invite anyone to do coaching with kids and this takes place in Scotland it is our responsibility to ensure they are members of the PVG scheme (this includes British Cycling coaches based in England or Wales).

Trips away with the club also require PVG scheme membership.

A policy for marshals / helpers / officials at our organised races is to be developed in relation to who is required to be disclosed / registered as a PVG scheme member.

All forms relating to the PVG Scheme will be submitted via the Welfare Officer.

In the eyes of the law anyone under 18 years is a child.

7 Adult:child ratios

To be covered by British Cycling insurance one qualified leader may currently take out up to 8 people. The eight includes children, adults and unqualified helpers. It may be that if unqualified helpers can be deemed competent to look after themselves and be self sufficient in that terrain, they may not necessarily have to count as one of the party in the 1:8 ratio.

Good practice when working with children is to always have two adults present and, in addition, at PCC, where possible, we aim to have no more than 6 children to every qualified leader.

There are other ratios appropriate to coaches working in 'traffic free, non-cycling specific facilities'. This might include school playing fields, parks and the field

behind the wigwams at Glentress. Here it would be permissible for a Level 2 coach to coach a group of novice cyclists with a ratio of 1 coach to up to every 20 cyclists. The UKCC coaching awards also specify that the minimum number of cyclists in each group must be at least three.

8 Emergency Equipment

The MBLA handbook discusses the emergency equipment to be carried by leaders. We would expect all our groups to carry, as a minimum:

- An appropriate bike repair kit for trail side repairs
- An appropriate first aid kit
- Group shelter
- Whistle, map, compass, pencil and paper
- Some extra food and drink
- Some spare clothing for both yourself and the group
- Radio and mobile phone

9 Riding on Highways

Long sections of road riding and coaching in the highway environment are not envisaged within the activities of Kids' Club. Riding on the road might, however, occur when linking sections of off road riding, or in the case of BC coaches when moving riders to a coaching venue.

MBLA qualifications cover leading on public highways at the 1:8 ratio, but are not specific regarding ages. The age and ability of the riders and the suitability of the route have to be risk assessed as a whole before proceeding. In undertaking the risk assessment it would be appropriate to consider BC coaching guidance.

For all BC coaching, signed parental consent is required for all riders under 18. It would seem advisable to require specific consent from parents for under 18s riding on the road.

Level 2 BC coaches may move riders to the coaching area on a highway, if unavoidable. In such instances parental consent is required, the riders must be under direct supervision and it cannot be part of the coaching activity. It must be fully risk assessed in advance. It may be best for the riders to walk their bikes.

Level 3 BC coaches may coach on public highways. However, riders under 12 years of age may not take part in this environment. Riders aged 12-15 should be in view of a coach or recognised volunteer at all times. The coach may exercise discretion regarding the length of time riders aged 16-18 can be out of sight of a coach or recognised volunteer.

Coaching on a highway is, of course, different to using a short stretch of highway to link off road sections and no lower age limits appear to be attached to moving riders to coaching areas by a Level 2 coach.

10 Risk Assessment

10.1 Glentress Generic PCC Risk Assessment

Kids' Club meets primarily at Glentress Forest and a generic risk assessment is presented in Appendix 3. All leaders should make themselves aware of the assumptions that have been made. In addition a weather forecast and trail conditions check is required before each session, together with a review of the generic assessment assumptions.

10.2 Glentress Generic Forestry Commission Risk Assessments

The Forestry Commission have undertaken their own general risk assessments for the Glentress MTB facility. These relate to the standards for design and construction of the trails, signage, maintenance and monitoring.

10.3 Other Venue Specific Risk Assessments

If it is planned to take the children to venues other than Glentress a venue specific risk assessment is required prior to the event.

11 Illness and Accident Reporting

A sample 'Accident Report Form', taken from the MBLA manual, is contained in Appendix 2. It is recommended that a copy of this is carried in your first aid kit. It will provide prompts for the information to pass to the emergency services in the event of a serious incident i.e. contact details, location, what has happened, when and to whom, what are the injuries and first aid carried out, who else is there and the environmental situation.

Following any accident, illness or incident requiring any form of first aid it will be necessary for a report to be completed by the main person who has dealt with the incident. A copy should then be passed to the First Aid coordinator, Alastair Wilson. The report should be completed as soon as possible and may be submitted using the British Cycling Injury and Illness Report Form (also contained in Appendix 2).

The Go-Ride Clubmark status requires that an Injury and Illness Report form should be completed '...when an injury has required treatment or impaired the activity of the group or individual involved'. This would also include absolutely any blow to the head or anything that you consider could turn out to be worse than it first appeared. Appropriate handover of information to the collecting adult would be expected following any incident, even minor bumps or bruises.

12 Policy on Freeride area

It is not advised to take groups onto the Freeride area because this is where most accidents happen. In some circumstances leaders, who are appropriately qualified and experienced in the skills that this area requires may take groups there.

13 Social Rides

Occasionally the club organises social rides when parents and younger siblings can join our sessions. In these situations the parents and siblings are not counted within the quotas and parents remain responsible for themselves and any of their children not in Kids Club. Leader to Kids Club children ratios remain as normal.

14 Code of Conduct for Parents/Carers, Coaches, Volunteers and Supporters

As a parent/carer of a member of the club, you are expected to abide by the following code:

- Inform the coaches of any specific health requirements or medical conditions of your child in advance of the coaching session by completion of a Club Membership form or a Parental Consent form
- If your child has to leave early or is being collected by someone other than a parent/carer, the parent/carer must advise the coaches of the details of the arrangement including who will be collecting your child and when
- Encourage your child to learn the rules and play within them
- Discourage unfair play and arguing with officials
- Help your child to recognise good performance, not just results
- Set a good example by recognising fair play and applauding the good performances of all
- Never punish or belittle a child for losing or making mistakes
- Publicly accept officials' judgments and teach children to do likewise
- Support your child's involvement and help them to enjoy their sport
- Use correct and proper language at all times
- Remember that children participate in sport for their enjoyment, not yours
- Support all efforts to remove verbal and physical abuse from sporting activities
- Respect the rights, dignity and worth of every young person regardless of their gender, ability, cultural background or religion
- Show appreciation and respect for coaches, officials and administrators. Without them, your child could not participate.

15 Code of Conduct for Participating Young Persons

PEEBLES CYCLING CLUB is fully committed to safeguarding and promoting the wellbeing of all its members. The club believes that it is important that members, leaders, coaches, administrators and parents associated with the club should, at all times, show respect and understanding for the safety and welfare of each other. Therefore, members are encouraged to be open at all times and to share any concerns or complaints that they may have about any aspect of the club with **Lesley Kirkwood, the Club Welfare Officer** or any Adult Leader.

As a Junior Member of **PEEBLES CYCLING CLUB**, you are expected to abide by the following code of practice:

- Junior Members must turn up to events on time, with the proper equipment (detailed over) and properly maintained bikes, checked by parents **PRIOR** to arrival. It is unfair to others to delay the start because you need to get something fixed on your bike.
- Leaders' decisions on routes and activities, once agreed, should not be questioned - unlike school, attendance at **PCC** activities is not compulsory and your attitude should reflect this!
- Junior Members must wear suitable kit (detailed over) - for the time of year including a helmet and gloves **at all times**.
- Junior Members must participate within the rules and respect officials and their decisions. At races, be a good sport. Applaud good performances, whether made by our club or other riders.
- Junior Members must treat all participants in cycling as you like to be treated. Do not bully or take unfair advantage of another participant.
- Junior Members are not allowed to smoke or to consume alcohol or drugs of any kind at club events or whilst representing the club at competitions.
- Junior Members should thank Race Officials after competition.

Small Rucksack containing:-

- Spare tube
- Puncture repair kit
- Multi-tool
- Pump
- Tyre levers
- Spare gloves
- Spare thermal layer
- Food (mars bar/snickers etc) & Drink
- Whistle
- Waterproof shell jacket
- Trail map if one is available

Clothing

This must be suitable for the prevailing weather conditions. It is better to be too warm and take something off rather start under clothed. Full finger gloves, long leggings and a waterproof jacket are compulsory during the winter months i.e. September till April!!! A helmet and gloves are compulsory for ALL activities. Several layers of thin clothing (technical T-Shirts such as Helly Hansen are ideal) are better than one thick layer.

16 Appendices

Appendix 1: Coaching Remits

Appendix 2: Accident and Illness Report Forms

Appendix 3: Glentress Generic Risk Assessment

Appendix 1

Coaching Remits. Chris Bryant February 2011.

Which qualification allows you to do what?

Coaches and leaders including British Cycling (Scottish Cycling) qualified ones should obtain the most relevant qualification to their coaching practice. In the case of mountain biking this will involve gaining the new MTB DSU. Failure to seek this qualification may lead to individuals being deemed to be operating out with their remit if they are continuing to offer MTB coaching in a technical environment. The boundaries between what a leadership award and a coaching award entitle you to deliver can be hard to understand so Scottish Cycling's Coach Education Team has issued the following guidance:

In their simplest definitions the terms 'leading' and 'coaching' are self explanatory and you can't substitute the contents of one for the other. One deals primarily with journeying and group management, potentially venturing into remote areas and one deals with improving performance through the delivery of structured coaching sessions in a controlled and observable environment.

Each leadership award will have an element of teaching or coaching within its delivery or remit however leadership awards remain primarily focussed on leading and coaching awards focus primarily on coaching.

For example the following passage in the MBLA training manual (3rd edition 2010) illustrates how a grasp of teaching techniques can be applied to group management. *"Whilst quality demonstration, analysis of performance, selection of terrain, and clear management are vital skills to possess, so too is the ability to teach using various approaches or styles and to constantly evaluate the effectiveness of each style used with both individuals and groups"*.

At both Trail Cycle Leader level and Mountain Bike Leader level the leaders "coaching" activity should remain ancillary to, or encompassed within, their leadership role. Mountain Bike Leaders and Trial Cycle Leaders should not employ their leadership award to conduct stand alone coaching sessions. Similarly, the Level 2 Mountain Bike DSU gives (limited) scope for coaches to "lead" riders to a designated coaching area. The restrictions imposed upon the coach through the specification of the award mean that it is unsuitable to rely upon this award as any form of leadership qualification. Coaches looking to take groups around trail centres or on natural trails should consider combining a leadership award with the new discipline specific coaching awards to maximise their ability to deliver safe, fun sessions on technical off road terrain.

Appendix 2

Accident Report Form Illness and Injury Report Form

ACCIDENT REPORT FORM

1. GROUP DETAILS

CALLERS NAME..... TEL NO.....

(This information is to be given to the emergency services by the person who has gone for help so the emergency services can contact them)

2. TIME OF ACCIDENT..... DATE.....

3. LOCATION: GRID REFERENCE.....

DETAILS OF LOCATION, IDENTIFICATION MARKERS ETC.....

.....

4. WHAT HAPPENED?.....

.....

5. WHO IS INJURED?NAME..... AGE..... SEX.....

6. WHAT IS THE INJURY?.....

.....

WHAT TREATMENT HAS BEEN CARRIED OUT?.....

.....

7. HOW MANY ARE IN THE REMAINING PARTY AND WHAT IS THEIR CONDITION?.....

.....

8. WEATHER AND TERRAIN DETAILS AT SITE if relevant:.....

9. ANY OTHER INFORMATION:.....

.....

10. YOUR BASE EMERGENCY TELEPHONE NUMBER.....

Complete before departure on your expedition.

Illness & Injury Report Form

Details of Incident

Date: _____ Time: _____

Venue: _____

Details of what happened: _____

Name(s) of all individuals involved in incident: _____
(Complete a separate form for each ill or injured individual)

Details of Injured/Ill Person

Name: _____ Date of Birth: _____

Address: _____

_____ Postcode: _____

Involvement in session: _____

Details of Injury/Illness

Details of injury/illness: _____

Detail of first aid given: _____

Details of Disposal

Referred to: Home/parents Doctor Hospital Other (please specify below)

(Tick appropriate box)

Details of where referred to: _____

Accompanied by: _____

Ambulance: Yes No Time: _____

Details of First Aider

Name: _____ Telephone: _____

Address: _____

_____ Postcode: _____

Signed: _____ Date: _____ Time: _____.

Appendix 3

Glentress Generic Risk Assessment